

Applicants for grant assistance must provide responses to the categorical evaluation criteria AND the Administrative Priorities in their grant proposals. Both sets of evaluation criteria and the Historic Preservation Fund (HPF) grant program guidelines are being provided for public review and comment. Please provide any comments to the DHPA Grants Staff by Thursday, April 21, 2011. All public comments received will be presented at the meeting of the State Historic Preservation Review Board on April 27, 2011.

All public comments must be received in writing. Send comments by fax to 317-232-0693, by e-mail to skennedy@dnr.IN.gov, or by mail to DHPA Grants Staff, 402 W. Washington St., Room W274, Indianapolis, IN 46204.

FY2012 ADMINISTRATIVE PRIORITIES

(Proposed changes are indicated in **bold type** or ~~strikethrough~~)

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address several priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark "NA" as the response.

Max.

Score: Priority will be given to:

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| 16 pts | 1. Projects that have clear and measurable goals and will result in the creation of valuable products for the State. <i>Carefully describe the project activity/activities and methodology—how is the project going to be accomplished and what is the project going to produce? List the products or work items individually and specifically and include quantities, if applicable. Please do not simply repeat the project description. Note that the scope of work must be realistic and commensurate with the amount of grant funding requested.</i> |
| 16 pts | 2. Projects whose sponsors have an individual capable of grant administration to act as Project Coordinator. <i>Provide the name of this person, list their qualifications and grant-administration experience (if any), and submit their resume with the project proposal. Note that the past performance of Project Coordinators on DHPA-funded grant projects is documented and will be considered. Project Coordinators with past DHPA-funded grant experience are evaluated on all aspects of grant administration, including Progress Reporting, Procurement, Reimbursement, timeliness, and their overall performance of supervising and coordinating the project on behalf of the sponsoring organization.</i> |
| 16 pts | 3. Projects whose sponsors have an individual capable to act as Principal Investigator (P.I.). <i>There are five possibilities for selecting a P.I. for the project. Respond according to the instructions following the underlined statement below that best describes your situation. Also, provide the appropriate underlined statement as the first part of your narrative response to this criterion.</i> <ul style="list-style-type: none">• <u><i>The P.I. is currently a member of the sponsoring organization.</i></u> <i>If the P.I. is a paid member of the organization, be sure to indicate whether his/her salary is included in the project budget and local match. Provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), describe any previous experience on grant projects, and submit their resume with the project proposal.</i>• <u><i>The P.I. is providing their professional services as an "In-Kind Donation" to the project.</i></u> <i>This means that the fair market value of their donated services is included in the project budget and will be used as local match to leverage grant funds; however, the P.I. will not receive any payment for their donated services. Provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), describe any previous</i> |

experience on grant projects, and submit their resume with the project proposal. **The P.I. MUST document their pledged in-kind donation in writing on their letterhead.**

- The P.I. is to be paid from the grant, but is “To Be Determined” and will be hired during the grant project. Indicate on the cover sheet that the P.I. is “To Be Determined.” The sponsoring organization must hire a qualified P.I. through an open bidding process that follows state and federal rules and procedures for “fair procurement.” Applicants will receive half credit (8 points) for this situation.
- The P.I. is providing services totally “off-budget” from the grant project. This means that no cost for the P.I. is included in the project budget, nor can payment of the P.I. constitute any portion of the local match. In this situation, the sponsoring organization is free to hire anyone without undergoing “fair procurement.” If the intended P.I. is known at this time, provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), describe any previous experience on grant projects, and submit their resume with the project proposal; otherwise, indicate “To Be Determined.”
- The P.I. is already under a pre-existing contract. This situation applies ONLY if the P.I. was hired already and is documented by a fully executed contract dated on or before the date of the grant application deadline. A copy of the pre-existing contract MUST be submitted as part of the application. Provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), describe any previous experience on grant projects, and submit their resume with the project proposal.

If the sponsoring organization’s P.I. selection DOES NOT precisely match one of the above options, please contact the DHPA Grants Staff to discuss the situation and seek advice. Note that past performance of Principal Investigators on DHPA-funded grant projects is documented and will be considered.

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| 16 pts | 4. Projects that have realistic timetables. Include a detailed timetable that shows the approximate amount of time (days, weeks, or months) that will be devoted to each of the various phases, tasks, or components of the overall project. Allow sufficient time for grant start-up meetings and any necessary procurement of services, including: DHPA review of bidding documents, minimum bidding periods, contract negotiation and execution. Also account for required 30-day DHPA review of draft products and 30-day revision period for final products, as may be applicable to the proposed project. National Register nomination projects should take into account both Technical Review and Substantive Review procedures in their timetables (see p. 8 under C: Project Description and Timetable in the A&H and Archaeological packet instructions). Projects must be complete and all products must be approved by June 30, 2013 -- this deadline is NOT negotiable. |
| 16 pts | 5. Projects that have realistic and reasonable budgets. Include a detailed budget breakdown, indicate exactly how the various budget figures (line items) were computed, and include copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). Upon review of the proposal, the DHPA reserves the right to adjust the scope of work or the grant request in cases where the project budget is out of line with the products to be created. In general, the more detail and documentation provided, the higher the score will be for this criterion. |
| 12 pts | 6. Projects whose sponsors have not received funding commitment through the DHPA’s grants program within the last three annual grant cycles (consider only funding awards made in 2008-2010 2009-2011). Indicate whether or not the project sponsor has ever received funding in the past from the DHPA, and list the years in which any grant assistance was received. Note that past performance of sponsoring organizations on DHPA-funded grant projects is documented and will be considered. |
| 12 pts | 7. Projects that will be undertaken by a governmental agency that has been designated by the National Park Service as a Certified Local Government (CLG) for the purpose of carrying out historic preservation activities. Currently there are eighteen (18) CLGs in Indiana: Bloomington, Crown Point, Elkhart, Evansville, Fort Wayne, Huntington, Lafayette, LaPorte, Logansport, Mishawaka, Monroe County, Muncie, Nappanee, New Albany, Newburgh, Richmond, South Bend, |

and St. Joseph County. Indicate whether or not the project sponsor is a Certified Local Government. Projects that are “co-sponsored” by a CLG and another entity will only receive **half credit (6 points) for this situation.**

- 10 pts 8. Projects whose sponsors can show evidence of broad-based community support by submitting **formal letters of support** endorsing the proposed project. *Support letters should be sought from historical societies, neighborhood organizations, elected officials, local businesses, and/or any other groups or individuals that might have an interest in the successful outcome of the project. These letters of support must be **printed on appropriate organizational letterhead (unless submitted by private citizens), and be signed, original, project-specific, dated and current, and should not be from any person or organization directly associated with the applicant organization or the project.** All letters **MUST** be submitted with the application. Letters sent ~~separately~~ **or delivered to the DHPA separate from the proposal** **WILL NOT** be counted. Note that form letters, signed petitions, **copies of email correspondence**, and unsigned letters **WILL NOT** be counted. The number of points awarded will be based on the number and variety of support letters submitted. Applicants must limit their support letters a maximum of 20.*
- 8 pts 9. Projects whose sponsors have 100% of the matching share on-hand AND documented. *In addition to the signed Matching Share Form, provide copies of bank statements, university research program budgets, local government departmental budgets, or other documentation to demonstrate that **the applicant has** all of the matching share funds ~~are~~ **available in its own accounts.** Applicants that claim to have 100% of the matching share but do not document it will **NOT** receive full credit. Applicants that can document only 75% to 99% of the matching share **WILL NOT** receive full credit. Applicants that have less than 75% of the required matching share, documented or not, will not receive any points. **Documentation of cash donations pledged, but not yet collected, will NOT be counted as match on-hand. All matching funds MUST be from non-federal sources.***
- 8 pts 10. Projects whose sponsors will use a matching share consisting of any combination of cash and in-kind services, with volunteer services not to exceed 10% of the total amount of the matching share. *Describe the match to be used and provide a breakdown if two or more match types are to be included. Maximum points will be given for a match consisting totally of cash, or a combination match that includes less than 10% volunteer services. Project matching shares that include 10% to 25% volunteer services will receive only partial credit. Any pledges of volunteer labor or in-kind donations of goods or services **MUST** be documented in writing by the donors and be included with the Matching Share Form.*
- 6 pts 11. Projects whose sponsors are minority or disadvantaged organizations. *Explain how the project sponsor (the applicant organization) qualifies as a minority or disadvantaged organization or directly serves a minority or disadvantaged group (ethnic background, language, culture, religion, socio-economic conditions, gender).*
- 6 pts 12. Projects whose sponsors have submitted a complete application. *The application must contain all of the completed forms and required information, and must be received by the DHPA prior to the published grant deadline. Applicants are strongly encouraged to submit their applications early so that the DHPA Staff can verify that they are complete. Applications missing any parts after the application deadline will not receive ~~these points~~ **full credit**, and may receive reduced scores for other priorities **as well.***

142 Points Possible

Note: Proposals **MUST** score a minimum of 65.0 points on the Administrative Priorities in order to be recommended for funding.